



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVE SE, BUILDING 447
MARIETTA, GEORGIA 30060

NGGA-TAG

4 May 2024

MEMORANDUM FOR RECORD

SUBJECT: Dress and Appearance Policy for Title 5 Employees

1. The purpose of this policy is to identify appropriate dress and grooming standards for all civilian employees as defined by 5 USC §2101. Civilian employees must professionally represent the Georgia National Guard at all times through their action as well as their appearance.
2. Employees are expected to comply with reasonable dress and grooming standards based on safety, productivity, health, comfort, and type of position occupied. Due to the diversity of work functions and locations, appropriate dress standards may vary significantly.
3. Employee attire will be neat and professional and in good repair. Additionally, attire should not be considered offensive, disruptive, or unsafe. Military grooming and appearance standards do not apply to civilian employees; however, employees, who perform duties that require specific grooming due to health and hygiene, may have additional restrictions (example, food service, medical workers, etc). In general, hair and /or beards will be neatly groomed, and any coloring will be of a natural hair color.
4. This policy does not detail specific clothing material or styles, but the following clothing restrictions will be observed to ensure a safe, healthy, and productive work environment. The following items are prohibited while performing work at any Georgia National Guard facility:
 - a. Flip-flops or beach sandals
 - b. Sleeveless shirts or tank-tops (unless worn and maintained under a coat)
 - c. Visible face or body piercings (not including earrings or nose studs). All piercings must be sized at eighteen (18) gauge or smaller
 - d. Revealing clothing (e.g. Mid-drifts, high-cut shorts or skirts, low-cut or seethrough shirts, tattered or ripped clothing)
 - e. Ill-fitting clothing (e.g. very tight or very loose)
 - f. Any clothing with offensive or disparaging writing, emblems, or symbols

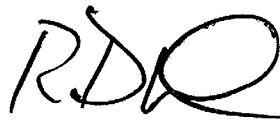
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5. Exceptions to this policy will be made to accommodate religious or medical needs. Additionally, management may not discriminate or enforce clothing standards based upon gender, age, or cultural differences.

6. Although this policy is meant to clarify appropriate dress requirements for civilian employees, there may be discrepancies between management and employee standards. Management must ensure before requiring an employee to change attire that a legitimate requirement to do so exists. Employees who feel as though the dress code has been unfairly applied to them, may file a grievance through state grievance procedures.

7. Questions or concerns may be forwarded to Human Resources Office at 678-569-5710.

A handwritten signature in black ink, appearing to read 'R.D.W.', with a stylized flourish at the end.

RICHARD D. WILSON
Major General, GANG
The Adjutant General